

City of Durham Police Department Forensic Services Division

DIGITAL FORENSICS SPECIALIST

Hiring Salary: *\$41,071 - \$49,285 annually (*dependent on education and experience*)

Application Deadline – April 18, 2014

POSITION SUMMARY

This is a non-sworn position within the ANSI-ASQ National Accreditation Board/FQS ISO 17020 accredited crime lab. The position is responsible for a variety of highly specialized forensic examinations on seized digital evidence in numerous types of investigations. This position collects, processes, preserves, analyzes, and archives various forms of digital evidence including computers, cell phones, mp3 devices and any item with a form of digital data storage capability. Duties include data retrieval, password recovery, and finding deleted and/or hidden information; executes verification tests of forensic software and hardware, and methods to independently validate functionality. Video retrieval and analysis is completed from analog and digital video evidence using multiple systems and software. The Digital Forensics Specialist (DFS) generates reports of findings to use in the prosecution of criminal offenses, verifies work completed by other DFS and testifies in court as necessary. This position operates in a multi-jurisdictional environment at the local, state and federal level in cooperation with department personnel and other agencies. Provides training and performs general technical duties in support of the Durham Police Department. This position is assigned to the Forensic Services Division under the Investigative Services Bureau. Work is performed under the general supervision of the Forensic Services Manager. The work schedule is a flexible 37.5 hour work week with occasional call back, overtime and weekend hours necessary. A city of Durham full time personnel benefits package is available.

POSITION QUALIFICATIONS

Minimum Education

Bachelor's degree in computer science, criminal justice, or a closely related field supplemented by specialized training in microcomputers, and/or computer forensics and/or data recovery. Computer Forensic Examiner Certification (CFCE) or other applicable digital forensics certification and full time work experience may substitute for the required degree on a year for year basis.

Minimum Experience

Requires three (3) years of full time work in a related computer science field providing technical support for microcomputer systems on multiple hardware and software platforms, preferably in a law enforcement environment.

Requires knowledge and expertise of information technologies and computer hardware and software specifications, cell phone forensics and video analysis in order to utilize specialized tools and procedures to collect, preserve and examine various types of digital evidence.

Forensic Certification and/or training directly related to the field of digital forensics *may* substitute for some of the required experience. Individual must provide proof of certification and training.

Special Requirements:

- Valid Driver's License and be able to obtain a North Carolina Driver's License within 30 days of establishing NC residency.
- Must have CFCE or other applicable digital forensics certification within 12 months of hiring date. An incentive pay increase may be applied after certification (pending budgetary approval).
- Pass a thorough background check that includes a polygraph and a psychological examination.

Physical Requirements

- Must be able to work effectively in an office and field environment.
- Ability to lift and carry 50 lbs. on occasion and 25lbs. daily.
- Ability to walk and climb stairs to enter crime scenes.

**After one year of employment, employees in this classification may be eligible for an incentive package of up to 8% in salary increases.*

Individuals selected for conditional offers of employment must pass the City of Durham physical examination including drug and alcohol testing. A driver's history check is conducted for applicants applying for jobs requiring a valid North Carolina Driver's License and/or CDL.

"This Agency Seeks Diversity in the Workplace".

The City of Durham is an Equal Opportunity/Affirmative Action Employer.

To see the full job description and to learn more about the position of ***Crime Scene Investigator*** please visit www.durhampolice.com. To view application instructions go to the City of Durham job listing web site <http://ww2.durhamnc.gov/employment/cityjobs.cfm>.